



# Business Intelligence Job Aid

## SW BI101: Accounts Receivable Dashboard

### Accounts Receivable Dashboard Overview

The data in the Accounts Receivable dashboard is from the Cardinal Financials Accounts Receivable Module. The data represents monies processed and posted to the Cardinal General Ledger. The data is deposits of monies only; cash, checks and transfers sent to the bank, lock boxes etc. The monies consist of taxes collected, monies collected from customers, and monies collected from other agencies.

The Accounts Receivable dashboard contains two dashboard pages and six reports:

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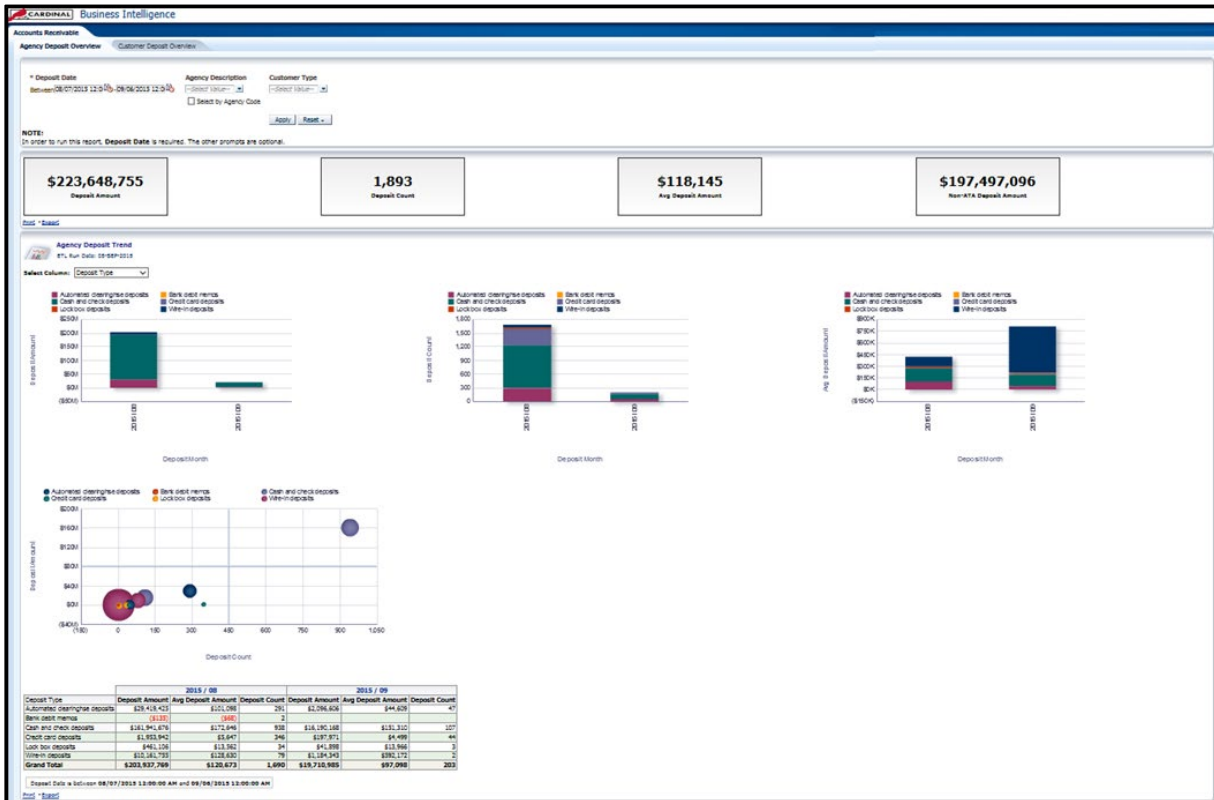
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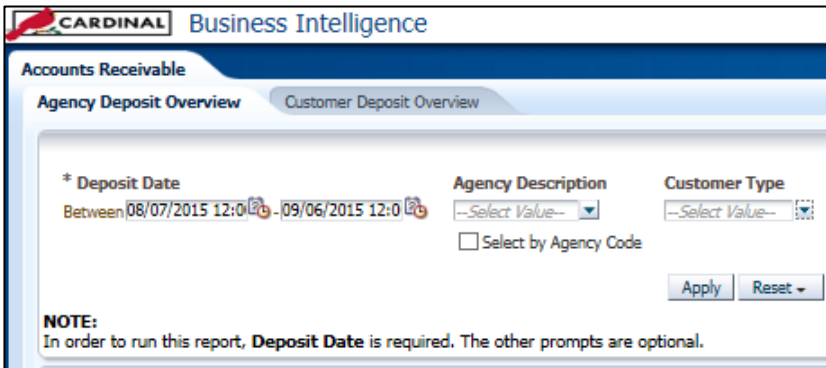
# Business Intelligence Job Aid

## SW BI101: Accounts Receivable Dashboard

### Agency Deposit Overview (dashboard page):



### 1. AR Deposit Amounts (report):

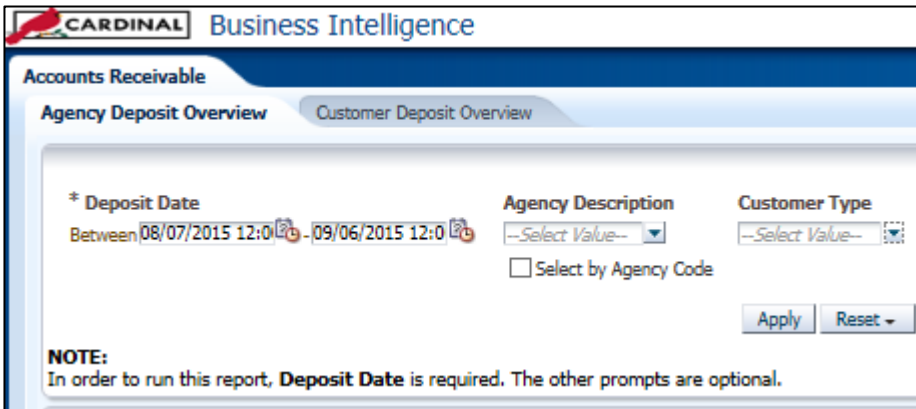
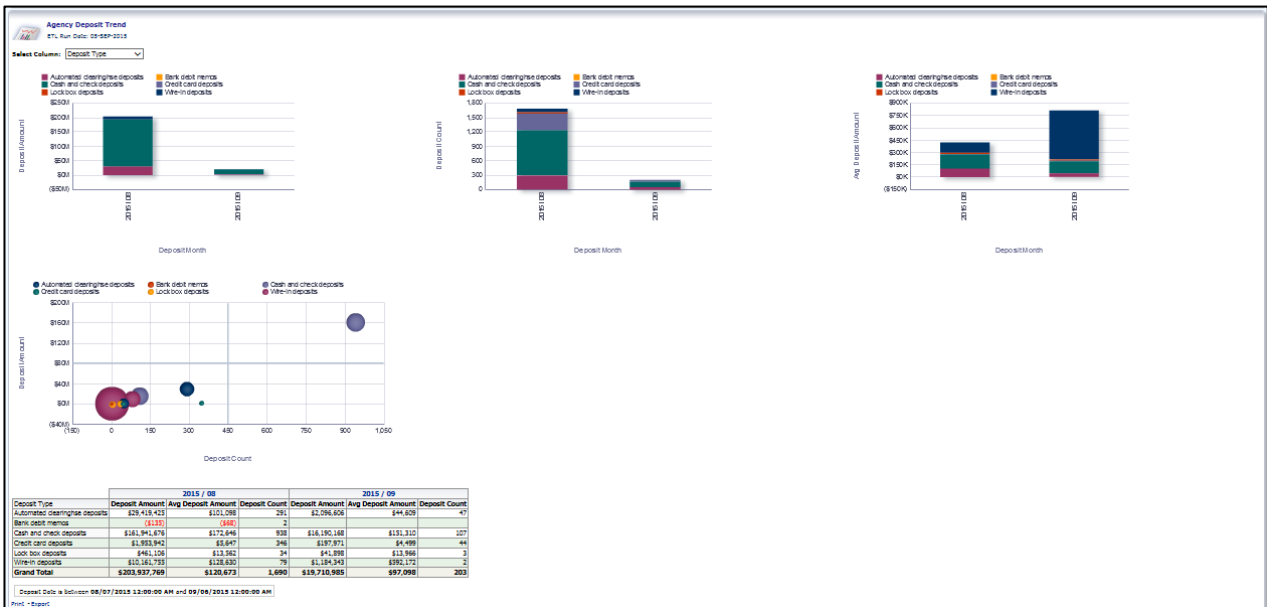


<b>\$223,648,755</b> Deposit Amount	<b>1,893</b> Deposit Count	<b>\$118,145</b> Avg Deposit Amount	<b>\$197,497,096</b> Non-ATA Deposit Amount
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- REPORT ID:** BI-R.AR.0002
- LAST REVISION:** 02/03/2016
- DESCRIPTION:** The AR Deposit Amounts report displays four performance tiles: Deposit Amount, Deposit Count, Average Deposit Amount, and Non-ATA Deposit Amounts. The prompts for this report allow the user to display the data by specific deposit date range, by agency, and by customer type.
- PURPOSE/USE:**
  - Identify deposits by deposit date range.
  - Identify agency or statewide deposits.
  - Identify deposits by customer type.
- PROMPTS:**
  - Deposit Date Between (required): Defaults to last 30 days.
  - Agency Description/Agency Code (optional): Defaults to blank for all.
  - Customer Type (optional): Defaults to blank for all.
- DRILL-DOWNS:** None
- GUIDED NAVIGATION:** None
- LIGHT BULB:** None
- DATA:**
  - The data represents monies processed and posted to the Cardinal General Ledger.
- ADDITIONAL INFO:**

- Customer Type is a category of customers (e.g., Business, Government, Individual, State Agencies) used on deposits to group like entities together for reporting purposes.
- Deposit BU equals deposit agency.
- Please note: if a user selects a large data range, the report may take longer to return the results.

### 2. Agency Deposit Trend (report):

- REPORT ID:** BI-R.AR.0003
- LAST REVISION:** 02/03/2016
- DESCRIPTION:** The Agency Deposit Trend Report contains three sections. The first section is stacked bar charts displaying Deposit Amount, Deposit Count, and Average Deposit Amount metrics by time. The second section is a bubble chart relating Deposit Amounts with Deposit Counts. The third section is a data table displaying Deposit Amount, Average Deposit Amount, and Deposit Count by year/month. The prompts for this report allow the user to display the data by specific deposit date range, by agency, and by customer type. There is also a "Select Column:" on the Agency Deposit Trend report that allows the user to view data by Deposit Business Unit, Bank Code ~ Set ID, and Deposit Type.

d. **PURPOSE/USE:**

- Identifies deposit amount, average deposit amount, and deposit counts with applied additional information criteria of deposit business unit, bank code ~ set id, and deposit type.
- Graphically display deposits by deposit date range.
- Graphically display deposits by agency or statewide.
- Graphically display deposits by customer type.
- Graphically display deposits by deposit business unit, bank code ~ set id, and deposit type.

e. **PROMPTS:**

- Deposit Date Between (required): Defaults to last 30 days.
- Agency Description/Agency Code (optional): Defaults to blank for all.
- Customer Type (optional): Defaults to blank for all.
- Select Column (optional): Defaults to Deposit Type but user can select Bank Code ~ Set ID or Deposit Business Unit.

f. **DRILL-DOWNS:**

- Drill down on the Fiscal Year/Month will take the user to the same report displaying the information by day.

g. **GUIDED NAVIGATION:** None

h. **LIGHT BULB:** None

i. **DATA:**

- The data represents monies processed and posted to the Cardinal General Ledger.

j. **ADDITIONAL INFO:**

- ATA (Agency to Agency)
- An agency can have multiple Deposit Business Units.



# Business Intelligence Job Aid

## SW BI101: Accounts Receivable Dashboard

### Customer Deposit Overview (dashboard page)

Cardinal Business Intelligence

Accounts Receivable

Agency Deposit Overview Customer Deposit Overview

\* Deposit Date  
Between 08/07/2015 12:00 AM - 09/06/2015 12:00 AM

Agency Description  
[-Select Value-]

Customer Type  
[-Select Value-]

☐ Select by Agency Code

Apply Reset

NOTE:  
In order to run this report, Deposit Date is required. The other prompts are optional.

Top 15 Customers by Deposit Amount  
ETL Run Date: 05-SEP-2015

Customer Name	Customer Number	Deposit Amount
Unspecified	Unspecified	\$102,851,535
FEDERAL HIGHWAY ADMINISTRATION	0000055002	\$79,522,823
DEPARTMENT OF SOCIAL SERVICES	76500	\$5,844,922
HRSD	0000011247	\$3,848,895
LOUDOUN COUNTY	0000003295	\$3,750,000
GEORGE MASON UNIVERSITY	24700	\$3,600,421
DEPARTMENT OF TAXATION	16100	\$3,045,622
CITY OF VIRGINIA BEACH	0000003431	\$2,714,321
LOUDOUN COUNTY	0000120130	\$2,250,000
DEPT OF CORRECTIONS-CENTRAL ADMIN	70100	\$2,164,172
DEPARTMENT OF HEALTH	60100	\$1,845,394
CITY OF VIRGINIA BEACH	0000003428	\$1,258,615
VIRGINIA EMPLOYMENT COMMISSION	18200	\$988,523
DEPT OF ALCOHOLIC BEVERAGE CONTROL	99900	\$739,088
DEPARTMENT OF GAME AND INLAND FISHERIES	40300	\$614,279
Total of Top 15 Customers		\$215,038,610

Deposit Date is between 08/07/2015 12:00:00 AM and 09/06/2015 12:00:00 AM and Transaction Amount is in top 15

Print - Export

Top 15 Customers by Deposit Count  
ETL Run Date: 05-SEP-2015

Customer Name	Customer Number	Deposit Count
Unspecified	Unspecified	1,622
FEDERAL HIGHWAY ADMINISTRATION	0000055002	20
DEPT OF CONSERVATION AND RECREATION	19900	13
DEPARTMENT OF STATE POLICE	15600	11
DEPT OF CORRECTIONS-CENTRAL ADMIN	70100	9
DEPARTMENT OF JUVENILE JUSTICE	77700	8
DEPARTMENT OF TAXATION	16100	8
UNIVERSITY OF VIRGINIA - ACADEMIC DIV	20700	8
VIRGINIA DEPARTMENT OF TRANSPORTATION	50100	7
DEPARTMENT OF GENERAL SERVICES	19400	6
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT	12900	6
DEPT OF BEHAVIORAL HEALTH/DVLPMTL SERV	72000	6
FORT MONROE AUTHORITY	36000	6
GEORGE MASON UNIVERSITY	24700	6
DEPARTMENT OF ENVIRONMENTAL QUALITY	44000	5
DEPARTMENT OF SOCIAL SERVICES	76500	5
VIRGINIA EMPLOYMENT COMMISSION	18200	5
Total of Top 15 Customers		1,751

Deposit Date is between 08/07/2015 12:00:00 AM and 09/06/2015 12:00:00 AM and Deposit Count is in top 15

Print - Export

Top 15 Customers by Average Deposit Amount  
ETL Run Date: 05-SEP-2015

Customer Name	Customer Number	Avg Deposit Amount
FEDERAL HIGHWAY ADMINISTRATION	0000055002	\$3,976,141
HRSD	0000011247	\$3,848,895
LOUDOUN COUNTY	0000003295	\$3,750,000
CITY OF VIRGINIA BEACH	0000003431	\$2,714,321
LOUDOUN COUNTY	0000120130	\$2,250,000
CITY OF VIRGINIA BEACH	0000003428	\$1,258,615
DEPARTMENT OF SOCIAL SERVICES	76500	\$1,168,984
DEPARTMENT OF HEALTH	60100	\$615,131
GEORGE MASON UNIVERSITY	24700	\$600,070
FAIRFAX COUNTY WATER AUTHORITY	0000010850	\$392,352
DEPARTMENT OF TAXATION	16100	\$380,703
DEPARTMENT OF MOTOR VEHICLES	15400	\$293,394
DEPT OF ALCOHOLIC BEVERAGE CONTROL	99900	\$246,363
DEPT OF CORRECTIONS-CENTRAL ADMIN	70100	\$240,464
RICHMOND METROPOLITAN AUTHORITY	0000012011	\$213,265

Deposit Date is between 08/07/2015 12:00:00 AM and 09/06/2015 12:00:00 AM and Average Transaction Amount is in top 15

Print - Export


Customer Deposit Trend  
ETL Run Date: 05-SEP-2015

Customer Number [-Select Value-]

Customer Name [-Select Value-]

OK Reset

### 3. Top 15 Customers by Deposit Amount (report)


**CARDINAL** Business Intelligence

**Accounts Receivable**

Agency Deposit Overview    **Customer Deposit Overview**

\* Deposit Date

Between 08/07/2015 12:00:00 AM - 09/06/2015 12:00:00 AM


Agency Description: --Select Value--

Customer Type: --Select Value--

☐ Select by Agency Code

Apply    Reset

**NOTE:**  
In order to run this report, **Deposit Date** is required. The other prompts are optional.


**Top 15 Customers by Deposit Amount**  
 ETL Run Date: 05-SEP-2015

Customer Name	Customer Number	Deposit Amount
Unspecified	Unspecified	\$102,851,535
FEDERAL HIGHWAY ADMINISTRATION	0000055002	\$79,522,823
DEPARTMENT OF SOCIAL SERVICES	76500	\$5,844,922
HRSD	0000011247	\$3,848,895
LOUDOUN COUNTY	0000003295	\$3,750,000
GEORGE MASON UNIVERSITY	24700	\$3,600,421
DEPARTMENT OF TAXATION	16100	\$3,045,622
CITY OF VIRGINIA BEACH	0000003431	\$2,714,321
LOUDOUN COUNTY	0000120130	\$2,250,000
DEPT OF CORRECTIONS-CENTRAL ADMIN	70100	\$2,164,172
DEPARTMENT OF HEALTH	60100	\$1,845,394
CITY OF VIRGINIA BEACH	0000003428	\$1,258,615
VIRGINIA EMPLOYMENT COMMISSION	18200	\$988,523
DEPT OF ALCOHOLIC BEVERAGE CONTROL	99900	\$739,088
DEPARTMENT OF GAME AND INLAND FISHERIES	40300	\$614,279
<b>Total of Top 15 Customers</b>		<b>\$215,038,610</b>

Deposit Date is between 08/07/2015 12:00:00 AM and 09/06/2015 12:00:00 AM  
 and Transaction Amount is in top 15


[Print](#) - [Export](#)

- REPORT ID:** BI-R.AR.0004
- LAST REVISION:** 02/03/2016



- c. **DESCRIPTION:** The Top 15 Customers by Deposit Amount Report displays the Top 15 Customers by their Deposit Amount, by Customer Name, and displays the Customer Number. Utilizing the prompts, this report can also be displayed by specific deposit date ranges, by agency, and by customer type.
- d. **PURPOSE/USE:**
- Identify customer deposits by deposit date range.
  - Identify customer deposits by deposit count.
  - Identify customer deposits by customer type.
  - Identify customer deposits by agency or statewide.
- e. **PROMPTS:**
- Deposit Date Between (required): Defaults to last 30 days.
  - Agency Description/Agency Code (optional): Defaults to blank for all.
  - Customer Type (optional): Defaults to blank for all.
- f. **DRILL-DOWNS:** None
- g. **GUIDED NAVIGATION:** None
- h. **LIGHT BULB:** None
- i. **DATA:**
- The data represents monies processed and posted to the Cardinal General Ledger.
- j. **ADDITIONAL INFO:**

### 4. Top 15 Customers by Deposit Count (report)


**Business Intelligence**

**Accounts Receivable**

Agency Deposit Overview    **Customer Deposit Overview**

\* Deposit Date

Between 08/07/2015 12:00 - 09/06/2015 12:00


Agency Description: --Select Value--

Customer Type: --Select Value--

☐ Select by Agency Code

Apply    Reset

**NOTE:**  
In order to run this report, **Deposit Date** is required. The other prompts are optional.


**Top 15 Customers by Deposit Count**  
 ETL Run Date: 05-SEP-2015

Customer Name	Customer Number	Deposit Count
Unspecified	Unspecified	1,622
FEDERAL HIGHWAY ADMINISTRATION	0000055002	20
DEPT OF CONSERVATION AND RECREATION	19900	13
DEPARTMENT OF STATE POLICE	15600	11
DEPT OF CORRECTIONS-CENTRAL ADMIN	70100	9
DEPARTMENT OF JUVENILE JUSTICE	77700	8
DEPARTMENT OF TAXATION	16100	8
UNIVERSITY OF VIRGINIA - ACADEMIC DIV	20700	8
VIRGINIA DEPARTMENT OF TRANSPORTATION	50100	7
DEPARTMENT OF GENERAL SERVICES	19400	6
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT	12900	6
DEPT OF BEHAVIORAL HEALTH/DVLPMTNL SERV	72000	6
FORT MONROE AUTHORITY	36000	6
GEORGE MASON UNIVERSITY	24700	6
DEPARTMENT OF ENVIRONMENTAL QUALITY	44000	5
DEPARTMENT OF SOCIAL SERVICES	76500	5
VIRGINIA EMPLOYMENT COMMISSION	18200	5
<b>Total of Top 15 Customers</b>		<b>1,751</b>


Deposit Date is between 08/07/2015 12:00:00 AM and 09/06/2015 12:00:00 AM  
 and Deposit Count is in top 15

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- REPORT ID:** BI-R.AR.0005
- LAST REVISION:** 02/03/2016

- c. **DESCRIPTION:** The Top 15 Customers by Deposit Count Report displays the Top 15 Customers by their Deposit Count, by Customer Name, and displays the Customer Number. Utilizing the prompts, this report can also be displayed by specific deposit date ranges, by agency, and by customer type.
- d. **PURPOSE/USE:**
- Identify customer deposits by deposit date range.
  - Identify customer deposits by deposit count.
  - Identify customer deposits by customer type.
  - Identify customer deposits by agency or statewide.
- e. **PROMPTS:**
- Deposit Date Between (required): Defaults to last 30 days.
  - Agency Description/Agency Code (optional): Defaults to blank for all.
  - Customer Type (optional): Defaults to blank for all.
- f. **DRILL-DOWNS:** None
- g. **GUIDED NAVIGATION:** None
- h. **LIGHT BULB:** None
- i. **DATA:**
- The data represents monies processed and posted to the Cardinal General Ledger.
- j. **ADDITIONAL INFO:**

### 5. Top 15 Customers by Average Deposit Amount (report)


**Business Intelligence**

**Accounts Receivable**

Agency Deposit Overview    **Customer Deposit Overview**

\* Deposit Date

Between 08/07/2015 12:00 - 09/06/2015 12:00


Agency Description: --Select Value--

Customer Type: --Select Value--

☐ Select by Agency Code

Apply    Reset

**NOTE:**  
In order to run this report, **Deposit Date** is required. The other prompts are optional.


**Top 15 Customers by Average Deposit Amount**  
 ETL Run Date: 05-SEP-2015

Customer Name	Customer Number	Avg Deposit Amount
FEDERAL HIGHWAY ADMINISTRATION	0000055002	\$3,976,141
HRSD	0000011247	\$3,848,895
LOUDOUN COUNTY	0000003295	\$3,750,000
CITY OF VIRGINIA BEACH	0000003431	\$2,714,321
LOUDOUN COUNTY	0000120130	\$2,250,000
CITY OF VIRGINIA BEACH	0000003428	\$1,258,615
DEPARTMENT OF SOCIAL SERVICES	76500	\$1,168,984
DEPARTMENT OF HEALTH	60100	\$615,131
GEORGE MASON UNIVERSITY	24700	\$600,070
FAIRFAX COUNTY WATER AUTHORITY	0000010850	\$392,392
DEPARTMENT OF TAXATION	16100	\$380,703
DEPARTMENT OF MOTOR VEHICLES	15400	\$283,294
DEPT OF ALCOHOLIC BEVERAGE CONTROL	99900	\$246,363
DEPT OF CORRECTIONS-CENTRAL ADMIN	70100	\$240,464
RICHMOND METROPOLITAN AUTHORITY	0000012011	\$213,265

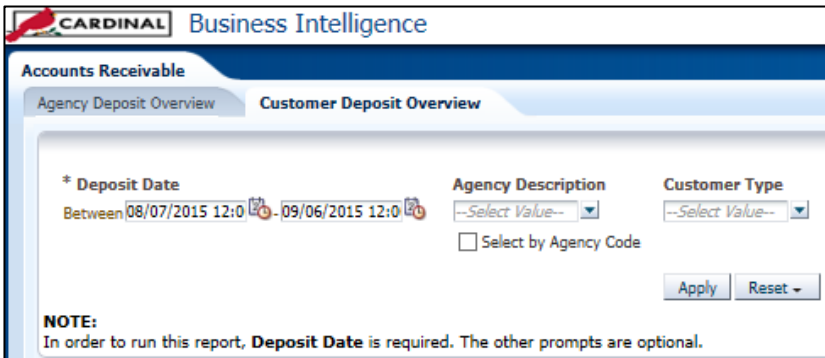
Deposit Date is between **08/07/2015 12:00:00 AM** and **09/06/2015 12:00:00 AM**  
 and Average Transaction Amount is in top **15**

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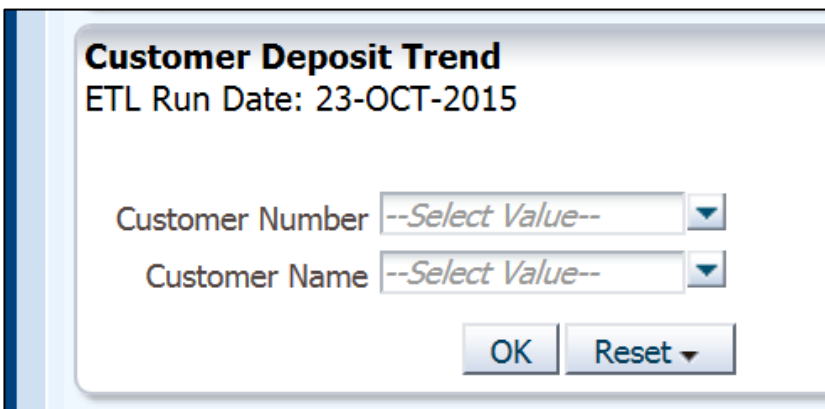
- REPORT ID:** BI-R.AR.0006
- LAST REVISION:** 02/03/2016

- c. **DESCRIPTION:** The Top 15 Customers by Average Deposit Amount Report displays the Top 15 Customers by their Average Deposit Amount, by Customer Name, and displays the Customer Number. Utilizing the prompts, this report can also be displayed by specific deposit date ranges, by agency, and by customer type.
- d. **PURPOSE/USE:**
- Identify customer deposits by deposit date range.
  - Identify customer deposits by deposit count.
  - Identify customer deposits by customer type.
  - Identify customer deposits by agency or statewide.
- e. **PROMPTS:**
- Deposit Date Between (required): Defaults to last 30 days.
  - Agency Description/Agency Code (optional): Defaults to blank for all.
  - Customer Type (optional): Defaults to blank for all.
- f. **DRILL-DOWNS:** None
- g. **GUIDED NAVIGATION:** None
- h. **LIGHT BULB:** None
- i. **DATA:**
- The data represents monies processed and posted to the Cardinal General Ledger.
- j. **ADDITIONAL INFO:**

### 6. Customer Deposit Trend (report)



The screenshot shows the 'Accounts Receivable' dashboard with the 'Customer Deposit Overview' tab selected. The form includes a date range selector for 'Deposit Date' (08/07/2015 12:00 to 09/06/2015 12:00), a dropdown for 'Agency Description' (currently showing '--Select Value--'), and another dropdown for 'Customer Type' (also showing '--Select Value--'). There is a checkbox for 'Select by Agency Code' and buttons for 'Apply' and 'Reset'. A note at the bottom states: 'NOTE: In order to run this report, Deposit Date is required. The other prompts are optional.'



The screenshot shows the 'Customer Deposit Trend' report form. It displays the 'ETL Run Date: 23-OCT-2015'. Below this, there are two dropdown menus for 'Customer Number' and 'Customer Name', both currently showing '--Select Value--'. At the bottom, there are buttons for 'OK' and 'Reset'.

- a. **REPORT ID:** BI-R.AR.0007
- b. **LAST REVISION:** 02/03/2016
- c. **DESCRIPTION:** The Customer Deposit Trend shows by Customer Name, and/or Number, the summary of deposit information based on the prompts used on the overview with the deposit agency name and code displayed.
- d. **PURPOSE/USE:** Identifies deposit amount by a specific Customer and agencies.
- e. **PROMPTS:**
  - Customer Number
  - Customer Name
- f. **DRILL-DOWNS:**
- g. **GUIDED NAVIGATION:**
- h. **LIGHT BULB:**
- i. **DATA:**
  - The data represents monies processed and posted to the Cardinal General Ledger.
- j. **ADDITIONAL INFO:**